

Instructional Days Amendment Request

The *Instructional Days Amendment Request* is used to increase or decrease the minimum number of instructional days provided annually¹. This may be a permanent change to the charter contract, or a notification to the Board that the number of contracted instructional days will not be met in a specific fiscal year due to unforeseen circumstances (e.g. snow, power outage, roof collapse). This request may apply to a specific school site, or to multiple sites operated under a charter. Any Charter Holder may submit an *Instructional Days Amendment Request*.

The request must be submitted timely so that it may be processed within the timeframe provided in rule.

Consideration by the Board

Amendment requests submitted by Charter Holders that are substantively complete and are in current operational compliance may be placed on the consent agenda.

Consideration of Operational Compliance

As described in the Board's policy for conducting compliance checks, Board staff will review the areas listed below to ensure the Charter Holder meets the level of compliance specified. The following areas will be considered in the compliance check:

- Currently not be having 10% withheld for failure to timely submit its most recent annual audit.
- Be in "good standing" with the Arizona Corporation Commission. This is determined by accessing information available through the Commission's website.
- Not have a repeat corrective action plan issue identified through the most recent annual audit as defined by the Board's Audit & Compliance Questionnaire Follow-up Matrix. The amendment hold remains in place until compliance is demonstrated through the next annual audit or agreed-upon procedures, if the procedures have already been developed by the Board.
- If applicable, have received notification from the Board that the current fiscal year audit corrective action plan has been completed.
- If a special education corrective action plan is in place, be in compliance with the plan's requirements. This is determined by information provided by the Arizona Department of Education's (ADE) Exceptional Student Services Division.
- If applicable, have a "compliant" status confirmed by the ADE's Grants Management Division for each grant for the past four years.
- If applicable, be in compliance with No Child Left Behind requirements. This is determined by information provided by the ADE's Academic Achievement Division.
- If applicable, be in compliance with National School Lunch and Breakfast Programs requirements. This is determined by information provided by the ADE's Health and Nutrition Services Division.
- If applicable, be current in submitting employer and employee contributions and reports to the Arizona State Retirement System (ASRS). This is determined by information provided to the Board by ASRS.

¹ A charter holder may choose to add days to an annual calendar above the contracted days to accommodate holidays or to allow for weather-related school closures. No additional funding will be provided for additional instructional days unless a 200-day calendar is approved pursuant to A.R.S. § 15-902.04.

A finding that the Charter Holder is not in compliance in one or more of these areas will result in the request being pulled from consideration on the consent agenda, and may result in a delay in consideration of the request by the Board.

Submission Requirements for Completing the Request Form

The following instructions supersede the instructions listed in the upload area of the ASBCS Online system for the *Instructional Days Amendment Request*. Work through the form, filling in all required fields and uploads (denoted by "*"). Follow the instructions for each upload field. Be sure to save your work, even if you aren't prepared to submit your form, so that you do not lose your data.

From – Confirm that the number in *From* accurately identifies the instructional days approved for the charter contract. If not, contact the Board office.

To* - Enter the minimum number of instructional to be provided annually.

Type of Change* - Indicate whether this change is for a single fiscal year or a permanent change.

Board Minutes* - Upload evidence (i.e. minutes) that the proposed change has been approved by the charter holder. (If the body is subject to Open Meeting Law, minutes must comply with A.R.S. §38-431.01.)

School Calendar* – Provide the school calendar for the fiscal year effective, clearly indicating any days using alternate daily schedules (e.g. early release days).

Daily Instructional Schedules* – Provide daily instructional schedules, clearly identifying instructional and non-instructional periods, for each grade served. Include any alternate schedules (e.g. early release days) identified in the school calendar.

Narrative* - Provide a narrative that responds to the following prompts:

For **permanent** change:

1. Describe the reason for the change in instructional days, including how it will improve pupil achievement in the target population.
2. Describe how the school calendar and daily instructional schedule(s) provided demonstrate compliance with A.R.S. §15-901 regarding annual instructional hours for each grade served.
3. Describe whether the change will apply to all schools operated under the charter, or to identified school sites only.
4. Provide the timeline for implementing the change, including whether the *Instructional Days Amendment Request* will be submitted in conjunction with any other amendment or notification requests which would warrant concurrent consideration.

For **temporary** change:

1. Describe the reason for the change in instructional days,
2. Identify the school site(s) affected,
3. Describe how the school calendar and daily instructional schedule(s) provided demonstrate compliance with A.R.S. §15-901 regarding annual instructional hours for each grade served.